Employee Onboarding

Your Step By Step Guide!

Welcome! Here is a short guide to successfully get on-boarded onto the team. This should take you 1-2 days to complete.

1. Join slack here

2. Complete your employee onboarding form here

3. Create your Timezone.io profile here

4. Watch the COMPANY videos assigned to "All Employees" here

5. View the Employee Directory here

6. Add yourself to the Employee Directory here (just click +, open a new row, and add in your information)

   a. Use this Username LOGIN INFO and Password

      i. NOTHEPASSWORD to log into Airtable.com. Once there, navigate to the Employee Directory and follow the instructions in Step 6

7. Read the Employee Handbook here

8. Watch the Meet The Team video here

9. Message FOUNDER in Slack to say that you've completed everything!

10. Message OPS MANAGER and have him add you to the #team slack channel.